

**BUSINESS / TRADE FAIR / CONGRESS** (effective from April 2016)

This information checklist has been generated by the German Missions in South Africa as a guideline to the legal requirements of a Schengen Visa Category C application. Applicants are requested to read it carefully and follow the regulations I. through to IV. with listed sub-points.

- The **processing time** for a Visa application is **15 consecutive days according to the Schengen Visa Codex**
- Applications can only be processed if **all required documents have been submitted!**
- Visa applications may be submitted up to 3 months prior to departure, but **must be submitted latest 15 days before departure!**

You should submit your application form, this signed check list, supporting documents and your biometric data at the Honorary Consul's Office in Durban. Your visa application will be verified here, but ultimately decided by the German Mission in Pretoria. The Honorary Consul's Office does not play any part in, or influences the outcome of your application. Note that incomplete applications will be returned to the applicant, and furthermore, that emailed applications or supporting documents, in whole or part will not be accepted by the office of the Honorary Consul, unless special arrangements have been made!

I. The following documents have to be submitted / completed:		Honorary Consul Durban	German Mission Pretoria
1	One completed visa application <ul style="list-style-type: none"> • You need to complete the online application form (https://videx.diplo.de) and then print the auto-downloaded PDF version of the application form. It needs to be fully and correctly completed before it will download as PDF, where-after it must then be signed and dated by applicant. Bring it with you. • If the applicant is under the age of 18, a signed „Letter of consent“ must be attached, including copies of parents / legal guardians passport(s). 	<input type="checkbox"/>	<input type="checkbox"/>
2	Passport <ul style="list-style-type: none"> • Validity of minimum 90 days from the date of expiry of the requested Visa. • Passport must be signed and must contain at least 2 empty visa pages for entry and departure stamps. • Non- South African citizens must hold a valid residency / work permit which allows re-entry to South Africa upon the end of the journey. • Previous passports (non SA citizens). • Applicants exiting Germany and returning to South Africa via another country should present the relevant visa for that country. • Note: Temporary passports are not acceptable. 	<input type="checkbox"/>	<input type="checkbox"/>
3	Photocopies <ul style="list-style-type: none"> • 1 copy of the passport page containing personal data, and of the front page of the application form. • Copies of all previous Schengen Visa(s) – even if in old Passports. 	<input type="checkbox"/>	<input type="checkbox"/>
4	One recent biometric passport sized photograph <ul style="list-style-type: none"> • Should not be older than 6 months. • Please read the guidelines on our home page. (www.southafrica.diplo.de) 	<input type="checkbox"/>	<input type="checkbox"/>
5	Document confirming employment situation (including name of the company, address, telephone number, email, signature etc.) <ul style="list-style-type: none"> • <u>Employees</u>: Current letter of employment with original signature (no contracts). • <u>Freelancers</u>: Proof of your engagements (invoices, receipts, etc) • <u>Self-employed</u>: Company registration document (CK1/CK2/CM22)/ Letter from Accountant/ or from SARS. • <u>Scholars/Students</u>: Current proof of school/university registration confirming that the student is exempt from attending lectures during the requested travel period, with an original signature. • <u>Medical Doctors</u>: valid Licence to practice from HPSCA + copy of the HPSCA-Card. • <u>Lawyers</u>: Proof of registration with Law Association. 	<input type="checkbox"/>	<input type="checkbox"/>
6	Documents reflecting the nature of the business trip, either: <ul style="list-style-type: none"> • Signed letter of invitation from a company/institution in Germany with confirmation of purpose and full address, telephone, email and contact person. • Information for the event/congress/training to be participated in Germany with full address, telephone, email and contact person. • Invitation letter of the university/school stating the nature of the invitation with full address, telephone, email and contact person. • Trade fair tickets, or if exhibitor => paid registration. 	<input type="checkbox"/>	<input type="checkbox"/>
7	Documents confirming sufficient funds (Euro 60/per person/day) are available for the trip <ul style="list-style-type: none"> • Current 3 months stamped bank statement of private bank account, or • Current 3 months stamped bank statement of business (if self-employed) / Legalized letter of obligation (“Verpflichtungserklärung” according to §§ 66-68 AufenthG with proof of funds) + passport copy from the host + written statement explaining the relationship between the inviting party and the applicant. • For university students => Proof of financial means. • Note: Credit card statements are NOT accepted. 	<input type="checkbox"/>	<input type="checkbox"/>
8	Flight-ticket and hotel reservations <ul style="list-style-type: none"> • Round trip flight reservations or travel itinerary with names and dates. • Proof of accommodation with full address for the entire time of stay in the Schengen State(s) /signed invitation letter and passport copy from a host in Germany with full address, telephone, email, etc • Hotel reservation with full address for the entire time of stay in the Schengen State(s) and proof of travel between Schengen states (car rental/flights/train-bus tickets). 	<input type="checkbox"/>	<input type="checkbox"/>



Honorary Consul Durban, KwaZulu-Natal

9 Kensington Drive, Westville, 3629 Durban (below the Westville Mall)
Tel: 031 266 3920 Fax: 031 266 3925 Mail: durban-visa@hk-diplo.de

Visa Requirements Checklist (updated 04.2016)

Application HRS: 08:30-12:00 daily
Make [appointments](#) (optional)

9	Overseas medical travel insurance for Schengen States/Europe <ul style="list-style-type: none"> • Certificate of Insurance valid for the entire duration of the requested Visa covering Schengen states. • Minimum coverage of EUR 30,000 with repatriation. • Conditions must be stated either on insurance document or on separate letter (Please note: Medical insurances connected to credit cards are not accepted). 	<input type="checkbox"/>	<input type="checkbox"/>
10	A signed checklist <ul style="list-style-type: none"> • You must read and acknowledge the information contained in this check list by signing it and submitting it with your application. 	<input type="checkbox"/>	<input type="checkbox"/>

II. INFORMATION FOR THE APPLICANT www.durban.diplo.de

- The processing time for a Visa application frequently takes up to 15 days according to the Schengen Visa Codex. The German missions are however committed to keeping the processing time to a minimum.
- All documents must be submitted in the German or English language.
- Only complete applications can be accepted; Non-submission of necessary documentation may lead to a refusal
- During the processing period the passport has to remain with the German missions. Passports can only be withdrawn if a written request, signed by the applicant, is received. As a consequence the application will be cancelled and the passport will be available for collection within 3 working days from the Office of the Honorary Consul, Durban.
- False or falsified documents will lead to visa refusal and/or possible further consequences.
- The German missions reserve the right to ask for further supporting documents / information not mentioned above.
- Visa extensions within Germany are generally not possible.
- Applicants may not apply for permanent residence in Germany while on this Visa.
- The German Mission may shorten the validity of the Visa without prior consultation.
- In case of a one-year or multiple year visa being issued, the period of stay in the Schengen States may not exceed 90 days within 180 days, this period of stay beginning with the first day of entry into the Schengen state.
- You must bring your application receipt when collecting your visa and passport. For out of town applicants, optionally, finalised passports can be couriered to you at your cost if arrangements are made accordingly in advance when applying.
- On completion of your visa you will be advised by SMS or email that it is ready for collection. Should you not collect it yourself, you need to sign authority stating ID number of the person collecting it on your behalf at the bottom of the submission receipt you were given on application, and this receipt together with proof of identity must be brought by the person collecting it on your behalf.
- Have you already had your fingerprints taken at an earlier application for a C-Schengen visa? If so, it may not be necessary for you to apply in person. However, in case the biometric capturing of your fingerprints failed, or has been compromised due to a technical problem, meaning it possibly cannot be used, you must have your fingerprints taken again. In such case, you will be contacted by the mission or by the Honorary Consul's office, respectively.
- Third Party Applications: All required Documents must be presented including:

1. Dated and Signed Visa application form by applicant	2. Completed and signed Proof of Authorisation Form
3. Proof of identification of representative	4. All documents required as originals

III. REMARKS BY THE OFFICE OF THE HONORARY CONSUL in DURBAN

- Applicant requests a Visa with extended validity
- Applicant travels alone with family members with a group
- Applicant has previously had a Schengen Visa, copies thereof have been attached
- Applicant has been advised that his documents are incomplete, however insists on submission
- Applicant has been advised that the application was submitted less than 15 days before departure

Additional Remarks:

IV. SIGNATURE and AGREEMENT by VISA APPLICANT I have read and agreed to the terms and conditions valid for the visa application as per the above and specifically as per the Remarks under III.	Honorary Consul's Office in Durban	German Embassy in Pretoria
	DATE:	Date:
SIGNATURE(s):	Signature:	Signature: